



"Phantom Paymasters"



Rear Detachment Commanders Course

WORKING WITH FINANCE

13th Finance Group
Last Updated 8 December 2005



Agenda



- **Your Role**
- **Unit Commanders Finance Report (UCFR)**
- **Train Your PAC**
 - **Sources of Pay Changes**
 - **Power of Attorney**
 - **Unit Generated Pay Changes**
 - **Leave and Earnings Statement (LES)**
 - **Externally Generated Pay Changes**



Agenda (cont.)



- **Who Should You Call?**
- **13th Finance Group Structure**
- **MyPay**
- **Deployment Issues**
- **WIA (Wounded in Action) Team**
- **LEADER'S ROLE**



Your Role



While the ultimate responsibility for pay changes and the accuracy of pay rests with the individual Soldier, YOUR JOB will be much EASIER if you assist the Soldier in this responsibility.

- **Be Aware of Soldier's Situation**
- **Use Unit Commanders Finance Report**
- **Use The Daily Register Of Transactions**
- **Use PAC To Get Answers, Train The PAC**
- **Prepare Soldiers For Deployment**
- **Get To Know Your Finance Team**



Unit Commanders Finance Report



THIS REPORT IS SUBJECT TO THE PRIVACY ACT OF 1974

RUN DATE: 18 SEP **

UNIT COMMANDERS FINANCE REPORT
FOR THE MONTH ENDING: 30 SEP **

PCN: XXXXXXXXX

PAGE: 1

UNIT: SERVICING FINANCE BN

UIC: XXXXXXXX

DSSN: XXXX

GR	--NAME--	---SSAN---	-NET PAY--	-ALMTS--	BAQ	BAS	VHA	PAY OPT	LV BAL	C/M -ART 15-	BAL -DUE US-	INCEN PAY ---ETS---	STA- TUS	OHA	COLA
E5	ADAMS JOE	123-45-6789	934.05	982.35	W/D	RNA	CHEK	26.5			1015.00	12 NOV **	WD1	WD1	
O2	APPLE TOM	223-11-1234	817.35	2250.00	W/D	YES	CHEK	64.0			1200.00		WD2	WD2	
E3	BROWN PAT	556-33-2123	434.34	823.12	QTR	SR	SAVE	15.0			600.00	02 DEC **		W/O	
E2	COOK CHAD	453-24-9135	636.46		REB		ADDR	13.5			200.00			B/C	
E5	DUCK JOHN	316-78-5467	527.27	1455.00	W/O	RNA	CHEK	77.5			610.00			W/O	W/O

----- L E G E N D -----

GR - BASIC PAY GRADE
NAME - 1ST NINE OF NAME
SSAN - SOCIAL SECURITY ACCOUNT NUMBER
NET PAY - MONTHLY NET PAY; EM = MBR PAID END OF MONTH ONLY
ALMTS - TOTAL OF MONTHLY ALLOTMENTS
BAQ - W/D = WITH DEP; W/O = WITHOUT DEP; REB = PARTIAL REBATE;
QTR = FAMILY TYPE HOUSING; DIF = BAQ DIFFERENTIAL
BAS - SR = SEPARATE RATIONS; RNA = RATIONS-IN-KIND NOT
AVAILABLE; EMG = RATIONS UNDER EMERGENCY CONDITIONS;
YES = OFFICER OR WARRANT OFFICER
VHA - V = VARIABLE HOUSING ALLOWANCE OFFSET; D = DUAL VARIABLE
HOUSING ALLOWANCE; I = INTERIM VARIABLE HOUSING ALLOWANCE
(MAY HAVE MORE THAN ONE)
PAY-OPT - CHEK = CHECKING ACCOUNT; SAVE = SAVINGS ACCOUNT OF A
FINANCIAL INSTITUTION; ADDR = LOCAL ADDRESS

LV BAL - LEAVE BALANCE AT END OF MONTH
C/M ART 15 - COLLECTION FOR COURTS MARTIAL OR ARTICLE 15
BAL DUE US - AMOUNT OWED OR INDEBTEDNESS AT END OF MONTH
INCEN PAY - YES = MBR RECEIVING INCENTIVE PAY
ETS - EXPIRATION OF TERM OF SERVICE. THIS WILL SHOW 4 MONTHS
PRIOR TO ETS
STATUS - MBR DUTY STATUS, IF OTHER THAN DUTY. FILD = FIELD
DUTY; SUSP = SUSPENDED STATUS; AWOL = ABSENT W/O
LEAVE; CONF = CONFINEMENT; DEST = DESERTED
OHA - OVERSEAS HOUSING ALLOWANCE. WD# = WITH DEP AND
NUMBER SHARING RENT; W/O = WITHOUT DEP
COLA - COST OF LIVING ALLOWANCE. W/O = WITHOUT DEP;
B/C BARRACK COLA; WD# = WITH DEP AND THE NUMBER OF
DEP FOR WHICH COLA IS AUTHORIZED



Unit Commanders Finance Report (cont.)



- **Reconcile and submit changes to the servicing finance unit on a monthly basis.**
- **Required by regulation – inspectable part of Corps CI.**
- **Step-by-step instructions are published.**
 - **Public Folders**
 - **All Public Folders**
 - **Fort Hood Public Folders**
 - **Major Subordinate Commands**
 - **13th Finance Group**
 - **Entitlements**



Train Your PAC Sources Of Pay Changes



- Individual Soldier – either in country or before departure
- Agent of Soldier – in person by POA
- Units – PAC, CFS and RDO, in person or via Transmittal Letter
- External Organizations



Power Of Attorney



- 13th FG Policy, DA Policy based in Fiscal Law
- Focus is NOT the type of POA, but the content within
- General language, authorizing financial affairs, etc., will get information release ONLY! For example – LES print outs, answers to specific pay questions.
- Specific language authorizing an intent for the agent to be able to perform an action is required before an agent can do any pay ACTION.
- ID and original POA must be verified by the military unit.
- An individual with a pay problem and no POA or an insufficient POA will be sent back to the unit (YOU).



Unit Generated Pay Changes Submitted by PAC



- **BAS - Separate Rations**
- **BAH for single Soldiers**
- **Family Changes (BAH)**
- **Promotions/reductions**
 - SPC and below will be input through the PAC and forwarded to PSB
- **Duty Status Changes**
 - Confinement, AWOL, DFR, Hospital
 - Field Duty
- **Entitlement Inquiries**



Unit Generated Pay changes (cont.)



- **BAH for single Soldiers (E4 and below)**
 - **Soldiers entitled to BAH before deployment will continue to receive BAH unless circumstances change (i.e. commander revokes authority to reside off post)**
- **BAS for meal card holders**
 - **All soldiers are entitled to BAS at the standard rate for duration of deployment.**
 - **Meal collections will stop during deployment and will resume effective the date of return to home station at the end of deployment**



Leave And Earnings Statement (LES)



- Rear detachments will continue to receive LESs for all Soldiers.
- Only END-OF-MONTH LES is received. If Rear Det requires MID-MONTH PAY AMOUNTS, must submit a by-name request.
- The primary source for LESs for all Soldiers AND other individuals is the unit. RDOs should coordinate with FRG leaders to publicize a time for LES pick-up for designated individuals.
- Spouses should only need to utilize the FAC for LES pick-up for prior month LESs or new arrivals.



Externally Generated Pay Changes



- **Housing**
- **Morale And Welfare Activities (MWR)**
- **Federal Debts (IRS, School Loans)**
- **Court Ordered Garnishments**
- **Commissary and AAFES Bad Checks, DPP**
- **Personnel Units**



Who Should You Call?



RDO:

1. Your unit PAC and/or CFS
2. Local Servicing Finance Office
3. Finance Battalion CDR or CSM

SPOUSES:

1. RDO and/or FRG
2. Finance Operations



13th Finance Group Structure



- **13th FG Headquarters –** COL Stephen Riviere
CSM Scott Brady
 - Provides Command and Control over 13th Finance Group (FG)
- **Finance Operations (FINOPS) –** CPT Lei Bruno
SFC Jim Kelley
 - Provides Policy and Technical Oversight to 13th FG
 - Part of Brigade HQs



13th Finance Group Structure

(cont.)



- **Defense Military Pay Office (DMPO) - Mr. Gary Penn**
SSG Kris Fowler
 - **Provides Installation Finance Services to include In & Out-Processing, PCS Travel, Separations & Retirements, and Reserve Pay**
 - **Provides support for Corp Separate Brigades on Fort Hood (located in Bldg 2805)**
 - **Works directly for Brigade Deputy Commander**



13th Finance Group Structure



- **2 Finance Battalions – Each with a Direct Support mission:**

15th FB - LTC Kevin Gentzler

- CSM Barbara Pettit

- **Provides support to 1st Cavalry Division on Fort Hood, plus Fort Sill and Fort Carson (located at BLDG. 2805)**

230th FB - LTC Leo Hay (Deployed)

- CSM Michelle Jones (Deployed)

- **Provides support to 4th Infantry Division, 13th COSCOM, III Corps HQs, and Corps Separate Brigades on Fort Hood, plus Fort Bliss and Fort Riley**



13th Finance Group Structure



- **230th FB – E Detachment (Rear Detachment)**
Commander – CPT Terrie Baisley
 - Provides support to the rear detachment elements of the 4th Infantry Division, 13th COSCOM and III Corps HQ on Fort Hood
 - Located at Bldg 410



MyPay



- If someone has suspended the customized PIN, he/she may re-activate it on-line in MyPay by using the password and the web site's "New Pin" button.
- DFAS will **NOT** answer myPay questions for anyone but the Soldier.
- A spouse **CANNOT** establish a MyPay account.
- Tell Soldier not to release the MyPay password to anyone and ensure he/she knows the FULL CAPABILITIES of myPay (i.e. change pay options and allotments).



MyPay



- Restricted Access PIN
 - Encourage use of the Restricted Access PIN
 - This is only for viewing and printing. Can not make input with restricted PIN
 - Sign onto MyPay
 - Click on Personal Settings
 - Click on Restricted Access PIN
 - Assign PIN



Deployment Issues



- **DD 1561 – Statement to Substantiate Family Separation Allowance**
 - **Soldier completes Part 1, signs and turns into Rear Det before deployment.**
 - **Upon deployment, Rear Det completes Part 2 and signs as Certifying Officer.**
 - **Rear Det submits 1561s (with manifest if available) to Finance. If commercial departure submit memorandum stating date of departure and listing soldier's Standard Name Line.**
 - **Soldier also afforded opportunity to complete at Manifest at Fort Hood and at In-processing in theater**



Deployment Issues



- If entitlements are not started within 30 days of deployment, then submit roster to servicing finance unit.
- Entitlements include:
 - Hostile Fire Pay/Imminent Danger Pay (HFP/IDP)
 - Combat Zone Tax Exclusion (CZTE)
 - Hardship Duty Pay-Location (HDP-L) (if area auth.)
 - Family Separation Allowance (FSH) (if the soldier has dependents)



Re-Deployment Issues



- **IMMEDIATELY** report departure of Soldier from theater if anticipated for 30 days or longer, unless the Soldier is returning as part of unit redeployment.
- Send Soldiers to RSRP immediately!
- Pay close attention to reporting Soldiers who Depart theater for emergency leave or medical reasons.
- When Soldiers RSRP upon return to Fort Hood 30 or more days later he/she may already be over \$1000 in debt, if the RDO failed to report Soldier's departure to Finance.



Re-Deployment Issues



- **Travel Settlement Voucher**
 - DD Form 1351-2 (All Soldiers Must File)
 - TCS/TDY Orders
 - Receipts
 - Travel Advance Vouchers (DD Form 1351)
 - Airline/rail Tickets (If Applicable)
 - Departure & Return Manifest or Memorandum from Commander
- **Master Military Pay Account Review (MMPA)**
 - Deployment Entitlements Stopped
 - Home Station Entitlements Reviewed



Wounded In Action (WIA) Team



On 11 Dec 2004, the 13th Finance Group formed a special team to handle a problem that existed Army wide - Wounded Soldiers Pay.

- **Mission:** To provide accurate real time financial support to Soldiers that are medically evacuated as a result of wounds, disease, or injury incurred while serving in a combat zone. Additionally, provide the critical **human dimension** of world class customer service to wounded Soldiers.



WIA Team



- **Purpose:** To provide Soldiers the financial support they deserve and quickly resolve a wide spread error condition that could potentially detract from Army contributions to GWOT.
- **Goal :** To provide accurate and timely pay support to WIA/DNBI Soldiers and to preclude debts caused by overpayments of deployment entitlements.



WIA Team



- Provides the following customer service:
 - Travel pay processing
 - Debt Remission/Cancellation
 - Special Entitlements pay
 - Personal on-location customer care
 - Superior Customer Service Care
- OIC: NCOIC: SSG Teresa George
- Location:
 - Bldg 2805
 - Fort Hood, TX 76544
- WIA Team, 288-2237 (24hr Cell 254-291-7722)



Points of Contact



- **DMPO – Gary Penn** **287-8607**
- **15th, Internal Control – SFC Rogers** **287-3805**
- **230th, Internal Control – SFC Boronell** **288-5999**
- **WIA Team (24hr Cell 254-291-7722)** **288-2237**
- **13th FG Finance Operations – Customer Service Line**
288-1617 (leave message)
- **Chief, 13th FG FINOPS – CPT Bruno** **287-6773**



Sources Of Further Information



- Your Personnel Administration Center
- Fort Hood Public Folders/Major Subordinate Commands/13th Finance Group/Entitlements
- Your Servicing Finance Office
 - <http://www.dfas.mil>
 - <https://mypay.dfas.mil/mypay.asp>



Questions and Answers

“PHANTOM PAYMASTERS”